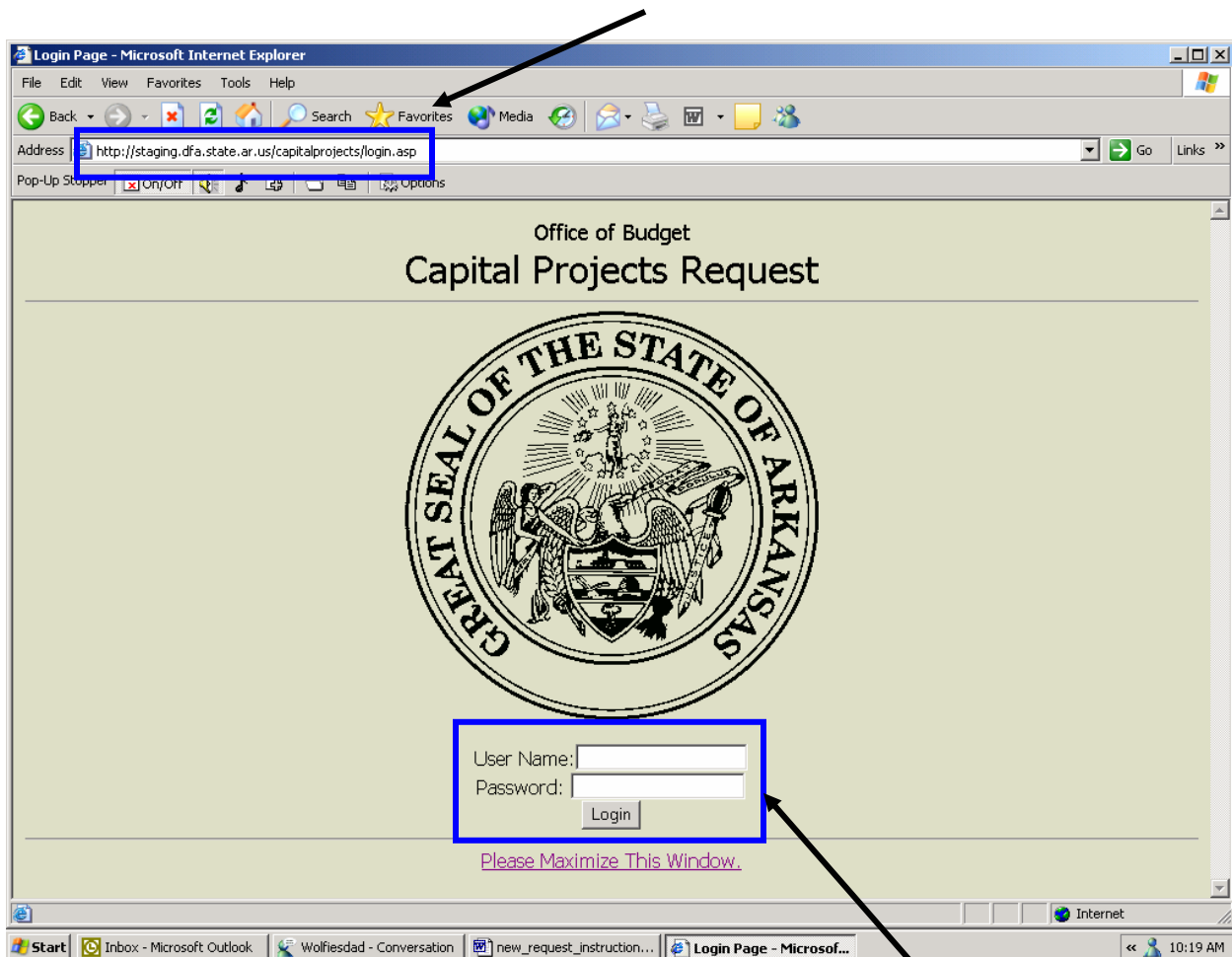


## INSTRUCTIONS FOR ENTERING NEW CAPITAL PROJECTS REQUEST

Enter the following address in your web browser (Internet Explorer and Netscape are the most common) address window: <http://staging.dfa.state.ar.us/capitalprojects>



Enter the User Name and Password that have been provided to you.

There are four (4) screens on which you will be entering information: The Name of the New Capital Project Request, Project Overview (formerly Part B), Project Description/Justification (formerly Part C), and Cost of Project/ Method of Financing (formerly Part D). The information entered on these screens will be reflected on the Capital Projects Summary form (formerly Part A), which will be generated by the Office of Budget. After you have completed filling out the information for a screen, there will be a button at the bottom of the page that will submit the information you've just entered and allow you to continue on to the next section.

Instructions on how to fill out each of the four (4) screens are as follows.

## CAPITAL PROJECTS REQUEST SCREEN

Enter Project Name and Click on the Request This Project button.

Office of Budget  
**Capital Projects Request**

**New Project Request**

New Project Name:

**Modification to Project Request**

Select Project

**Continue Project from Current Biennium  
(2005-07)**

Select Project

[Logout](#)

## PROJECT OVERVIEW SCREEN

0610 - Project Overview - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://staging.dfa.state.ar.us/capitalprojects/partb.asp> Go Links »

Pop-Up Stopper On/Off Options

Capital Projects Request  
Project Overview

Agency Priority Rank for Project:

I.  
This project is:(Limit project to one category as applicable)  
☐ New Construction  
☐ Addition, Renovation, or Replacement of Existing Facility  
☐ Major Maintenance or Repair  
☐ Deferred Maintenance  
☐ Equipment Only  
☐ Energy Related  
☐ Other, Specify

II.  
The purpose of this project is for:  
☐ Improvement or Expansion of Existing Programs  
☐ New Programs

III. (New Construction only)

Done Internet

Start Inbox - Microsoft Outlook Wolfiesdad - Conversation new\_capital\_project\_inst... 0610 - Project Overvi... 8:59 AM

**NOTE:** DO NOT use dollar signs or commas when entering your amounts. If you get an error message when you submit this screen, use the back button on your browser and check to see if you used either dollar signs or commas in your numbers.

Enter Project Rank

Answer the following:

- I. This project is:(Limit project to one category as applicable): Click in the check box that applies to this project. If Other, specify in space provided
- II. Purpose of Project: Click in appropriate radial button
- III. If Project is New Construction, fill in appropriate radial button. If not, skip to IV.
- IV. Have Project been previously requested? If YES, fill in years in which it was last requested and if the Governor and Legislature recommended the project. If NO, move to V.
- V. Project Initiation and Completion dates: Fill in appropriate dates. Completion date MUST be in the future.
- VI. Estimated useful life of facility and fixed equipment: Fill in appropriate number of years for each if applicable
- VII. Are necessary project support requirements available? Check all that are applicable. Fill in number of parking spaces if applicable.

- VIII. Will project be used by other State Agencies? Answer Yes or No. If no, explain how it will be used in space provided. Also estimate the amount of income to be generated in the first year if project is income producing.
- IX. Have plans been prepared for project? If yes, specify type, how and by whom the plans were prepared and the date of preparation. If no, skip to X.
- X. For ABA evaluation: Is this project part of the agency's long range capital plan? Choose Yes or No then explain in the appropriate space.

Click Submit Project Overview Button

A summary page of what has just been entered will appear on screen. You may print it by clicking the "Print this page" link at the bottom of the page. Review the information you have just entered. If it is correct, click the "Click Here If This Information is Correct" button to continue to the Project Description/Justification link to continue.

If the information needs to be changed, click the "Click Here If this Information is Incorrect" button. This will reopen the screen where the information for the project was just entered. Make any necessary corrections or changes then click the "This Information is Correct Submit Project Overview" button at the bottom of the page to go back to the summary page. Click the "Continue to Project Description" link to move to the Project Description/Justification screen.

**NOTE:** You can only go back and make corrections one time. Making additional corrections will be addressed in the Modify Existing Project Request section.

## PROJECT DESCRIPTION/JUSTIFICATION SCREEN

0610 Project Description/Justification - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://staging.dfa.state.ar.us/capitalprojects/partc.asp> Go Links »

Pop-Up Stopper On/Off Options

### Capital Projects Request

## Project Description/Justification

Describe the project requested in part B, including gross and assignable square feet where applicable. Indicate the agency programs to be served and the proportion of space which will be allocated to various functional uses/activities. Cite the standards used to develop space needs. Explain why the project is necessary and indicate the alternatives, such as leased space, which were considered and why this alternative is most desirable. Discuss the consequences of not carrying out this project during the 2005-2007 biennium. If the request represents a series of similar repair or maintenance projects, please provide a list which indicates each facility to be repaired and the nature and cost of each repair project. Similarly, if the request represents a series of major equipment purchases, list the facility to receive the equipment, the nature of the equipment and the cost. Also indicate whether the equipment is replacement for existing equipment and age of equipment to be replaced or whether the equipment is initial acquisition.

Done

Start Inbox - Microsoft Outlook Wolfiesdad - Conversation new\_capital\_project\_inst... 0610 Project Descript... 9:02 AM

Type in project description and justification. When completed, click the Submit Description/Justification button.

A summary page of what has just been entered will appear on screen. You may print it by clicking the “Print this page” link at the bottom of the page. Review the information you have just entered. If it is correct, click the “Click Here If This Information is Correct” button to continue to the Costs of Project, Method of Financing screen.

If the information needs to be changed, click the “Click Here If this Information is Incorrect” button. This will reopen the screen where the information for the project was just entered. Make any necessary corrections or changes then click the “This Information is Correct Submit Project Overview” button at the bottom of the page to go back to the summary page. Click the “Continue to Project Description” link to move to the Costs of Project, Method of Financing screen.

**NOTE:** You can only go back and make corrections one time. Making additional corrections will be addressed in the Modify Existing Project Request section.

## COSTS OF PROJECT, METHOD OF FINANCING SCREEN

**Capital Projects Request**  
**Costs of Project, Method of Finance**

I. Estimated Project Costs

(A1) New Building Construction Costs based on  
 sq. ft. \$  estimated cost/sq.ft.  
 (ABA can advise based on "Means Cost Estimating Guides") (A1)

(A2) Renovated Building Construction Costs based on  
 sq. ft. \$  estimated cost/sq.ft.  
 (ABA can advise based on "Means Cost Estimating Guides") (A2)

(B) Built-In Equipment (B)

(C) Architectural and Engineering Fees  
 (  % of Item A) ABA Fee Schedule. Average is 6.5%-10%. (C)

(D) Contingencies(  % of Item A)  
 Will Average 2.5% on High Project Budget to 10% on Low Budget Projects. Average is 5% (D)

(E) Moveable Equipment, Furnishings, & Exhibits (E)

(F) Repairs, Renovation, Major Maintenance Costs (F)

Calculate Total Base Cost

**NOTE:** In order for dollar amounts to calculate correctly, please DO NOT use dollar signs or commas when entering your amounts.

### I. Estimated Project Costs

- (A1) If new Construction, fill in number of square feet, amount per square foot and total amount
- (A2) If renovating existing building, bill in number of square feet, amount per square foot and total amount
- (B) Fill in value of built in equipment
- (C) Fill in Architectural and Engineering Fees. % of Item A and total cost.
- (D) Fill in Contingency costs. % of Item A and total cost.
- (E) Fill in Moveable Equipment, Furnishings, & Exhibits total amount
- (F) Fill in Repairs, Renovation, Major Maintenance Costs
- (G) Other Costs
  - (1) Fill in Advertising costs
  - (2) Fill in Land and Right of Way Acquisition costs
  - (3) Fill in Site Survey, Soil Borings, & Testing costs
  - (4) Fill in Site Improvement cost
  - (5) Fill in any Other costs and explain in space provided

## II. Method of Financing

Fill in amounts for each applicable fund source. If other, specify fund source.

## III. Anticipated Facility Operating Costs

Fill in appropriate amounts for each year for Personal Services, Number of Positions, Utility Costs and Maintenance and Operations costs.

## IV. Operating Fund Sources

Fill in appropriate amounts for each year for operating fund sources.

Click on Submit Total Costs and MOF Button

A summary page of what has just been entered will appear on screen. You may print it by clicking the "Print this page" link at the bottom of the page. Review the information you have just entered. If it is correct, click the "Click Here If This Information is Correct" button to continue to the Costs of Project, Method of Financing screen.

If the information needs to be changed, click the "Click Here If this Information is Incorrect" button. This will reopen the screen where the information for the project was just entered. Make any necessary corrections or changes then click the "This Information is Correct Submit Project Overview" button at the bottom of the page to go back to the summary page. Click the "Continue to Project Description" link to move to the Costs of Project, Method of Financing screen.

**NOTE:** You can only go back and make corrections one time. Making additional corrections will be addressed in the Modify Existing Project Request section.

At this point you may either log out of the system by clicking on the Log Out link or go back to the Main Menu to start another project or modify a project by clicking on the Main Menu link. **The action taken in logging off the system automatically saves the project information you have entered.**